



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner

**VACANCY NOTICE**

**JANUARY 4, 2010**

**RHODE ISLAND DEPARTMENT OF EDUCATION  
DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE  
TRANSFORMATION OFFICE**

**\*SCHOOL TRANSFORMATION OFFICER**

**\$78,810 - \$111,739**

**APPLICATION PERIOD:**

All resumes must be received by  
**JANUARY 22, 2010**  
or until position is filled.

**APPLICATION REQUIREMENTS:**

Send cover letter, resume and two  
current letters of reference to:

Deborah A. Gist  
Commissioner  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be emailed to  
[Deborah.Gist@ride.ri.gov](mailto:Deborah.Gist@ride.ri.gov)

Signed letters of reference should be mailed.

**PLEASE NOTE:**

**Candidates selected for interview will be  
required to submit official transcripts.**

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN  
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE  
JOB.

\* SUBJECT TO FTE AND FUND AVAILABILITY  
(Position is part of the Board of Regents)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone (401)222-4600**

**Fax (401)222-6178**

**TTY 800-745-5555**

**Voice 800-745-6575**

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## DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

### NON-CLASSIFIED JOB DESCRIPTION

#### **TITLE: SCHOOL TRANSFORMATION OFFICER**

**ORGANIZATIONAL CENTER:** The position is located in the Division of Accountability and Quality Assurance, Office of Intervention and Innovation. The position reports to the Deputy Commissioner.

**GENERAL STATEMENT OF DUTIES:** To lead, manage and support department initiatives in all areas related to transforming underperforming schools and districts. To serve as liaison to all third parties involved with improving the quality of public education in Rhode Island. To provide direct support to school and district administrators to effect positive educational reforms that result in demonstrable improvements in student learning.

**LEADERSHIP, MANAGEMENT AND COLLABORATION:** The functions of leadership, management and collaboration are to be integrated so as to achieve measurable results. All efforts of the School Transformation Officer are to be focused exclusively on meeting the needs of students. School transformation requires the integration of effort from the entire Department, as well as alignment with the work of third parties who are contracted to provide technical assistance to schools and districts in need of progressive support and intervention. Must work in collaboration with other team members to support the Department's strategic plan's priorities of "Ensuring Educator Excellence", "Accelerating All Schools Toward Greatness", "Establishing World-Class Standards and Assessments", and "Developing User Friendly Data Systems".

**SUPERVISION RECEIVED:** Works in cooperation with colleagues with considerable latitude for the exercise of initiative and independent judgment; work is reviewed for results obtained and on the extent to which collaborative processes are used in achieving results. The School Transformation Officer is subject to ongoing performance review by the Deputy Commissioner.

**SUPERVISION EXERCISED:** Facilitates, directs, coordinates and assesses the work of professional, technical and support staff. Work is reviewed in process as necessary, and upon completion for achievement of desired results and on collaborative processes used in achieving results.

#### **ILLUSTRATIVE EXAMPLES OF WORK AND ESSENTIAL FUNCTIONS:**

To lead and administer the Department's implementation of goals and objectives leading to successfully transforming underperforming schools.

To provide direct support to central office and school administrators of districts and schools in need of support, intervention, and/or transformation.

To help RIDE organize and implement district capacity-building efforts centered on the overall goals and objectives relating to transforming failing schools as determined by the Board of Regents.

To ensure that students of all ability levels are given adequate opportunities to participate and to succeed in achieving high academic standards through a standards-driven approach that provides multiple pathways to demonstrate proficiency.

To support schools and districts in the development and ongoing implementation of strategic plans to improve student achievement and performance.

To support schools and districts in their use of data to inform their strategic and investment decisions.

To assist in the identification and development of management tools designed to assist districts to improve learning and teaching.

To assist district assessments of potential barriers and opportunities with regard to increasing student achievement.

To analyze RIDE's transformation efforts in the context of peer-reviewed research and identify areas for considerations of application in Rhode Island

To contribute to various work teams as assigned.

Other related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Working knowledge of standards-based curriculum, instruction and assessment, appropriate accommodations to measure achievement, and applied learning with emphasis on mathematics, reading and English/language arts.

Working knowledge of instruction and assessment for all student populations, including children with special needs and English language learners.

Working knowledge of rules and regulations of federal and state education laws, with a demonstrated ability to understand and interpret written procedures, policies and laws with a focus on achieving results.

Thorough knowledge and understanding of the principles for improving educational results for students at risk of school failure by bringing about aligned, continuously-improving educational services.

Working knowledge of systems of professional development, educational technology, school district and school operations, strategic planning, effective family and community involvement strategies, and school/business partnerships.

Demonstrated ability to conduct, read and summarize complex studies, analyze and evaluate data, and prepare reports.

Strong writing and speaking skills and demonstrated ability to communicate effectively both orally and in writing with various publics.

Demonstrated ability and desire to work collaboratively on a wide range of topics and issues with diverse groups of people.

Demonstrated organizational skills and knowledge of applicable research of effective practices.

Demonstrated knowledge of the use of technology to enhance public engagement, district and school accountability and professional practices.

**EDUCATION:** Master's degree in related field required.

**EXPERIENCE:** A minimum of 10 years of experience working directly in or with schools or districts with a history of improving student performance.

**OR:** Any combination of education and experience that is substantially equivalent.

**Must have own transportation and be able evenings and occasionally on weekends.**

**Reasonable accommodations can be made for individuals with a disability.**

Date: December 2009